

A World-Class Education for a Global Economy



ARABIC IMMERSION
MAGNET SCHOOL

**Family Handbook
2022 – 2023**

4001 Stanford St.
Houston, TX 77006
T: (713) 556 – 8940
F: (713) 556 – 8944
www.houstonisd.org/AIMS

AIMS BACKGROUND INFORMATION

MISSION

The Arabic Immersion Magnet School is an inclusive environment where educators work in partnership with students, families, and community stakeholders to provide a holistic, dual language education which fosters curiosity, compassion, and courage.

VISION

Dual Language Immersion: We immerse our students in the Arabic language to ensure they become bilingual, biliterate, and culturally-competent global citizens who are inspired to create a more peaceful world.

Holistic Approach: We believe in the importance of both academic gains and socio-emotional progress. We aim for our students to be compassionate problem solvers and we support this goal by using restorative practices in the face of conflict.

Inclusive environment: We work in partnership with our families and community stakeholders to ensure AIMS continues to represent the diversity of Houston. We equally value the voice of each one of these partners and aim to work hand-in-hand towards each student's full potential.

MASCOT

Owl

SCHOOL COLORS

Green, Black and White

SCHOOL HOURS

7:30AM - 3:00PM

OFFICE IS CLOSED FOR ARRIVAL AND DISMISSAL

7:00-7:50AM

2:00-3:15PM

CAMPUS POLICIES, PROCEDURES AND EXPECTATIONS

ARRIVAL AND DISMISSAL PROCEDURES

AIMS has 2 arrival and dismissal stations (one located at the main entrance, the other located in the faculty parking lot). Station assignments are determined by the location of your youngest child's classroom. Tags will be distributed at Meet the Teacher.

All parents will receive 3 dismissal tags, specifically for AIMS, at the beginning of the year to be used during arrival/dismissal. In the event that parents do not have their tag, they will be required to provide their driver's license or other government ID. While we understand this may provide an inconvenience, the safety of our students is our priority. During regular school hours, parents and visitors will need to follow standard HISD procedure and sign in at the main office.

Walking up to the building to drop off or pick up your child is not an option unless you live within the walker radius (within 1 mile of the school). If you live within the walker radius and would like to walk or ride your bike to pick up and drop off your child, you must email Ms. Ballouli at mballoul@houstonisd.org to obtain permission. If you do not have a car and rely on public transportation, please email Ms. Ballouli as well.

In order to maintain a safe and efficient arrival/dismissal, all parents must adhere to the following:

- **Place your car tag on the dashboard and ensure it is visible.**
- **Follow the Arrival and Dismissal routes.** Do not enter the line from side streets. Those who are found cutting the line will be asked to go to the end.
- **Parents will remain in their cars. Students need to be able to exit and enter the car safely and independently.** Parents are not permitted to get out of the car to assist their child. If your child needs assistance to safely exit or buckling up, please let the team member know and you will be flagged to pull over to safely help your child.
- **Do not block driveways and intersections.**
- **Be patient as we adapt to the increased number of students.**
- **Anticipate delays in the first weeks** as kinks are worked out in the system.
- **Pull up close to the curb,** so that you do not block the street for others to pass.

- **Pull up as close and as safely possible to the car in front of you**, so our line does not extend into West Alabama.
- **Do not use your cell phone while in the carpool lane.**
- **Out of respect for our community, do not honk or play loud music.**

ARRIVAL & DISMISSAL

Arrival: Drop off begins at 7:15 and students are marked tardy if you have not arrived by 7:40AM.

Dismissal: Dismissal begins at 2:50PM. Parents may begin lining up as early as 2:35PM. Parents who have not entered the line by 3:10PM are considered late and will be required to park and sign out their child from the front office once dismissal concludes. **Any changes in your child's dismissal need to be communicated to your child's teachers (ALL OF THEM) by 2:00PM via email or Class Dojo.**

EARLY RELEASE

We encourage parents to schedule all doctor appointments after school, when possible. If you need to pick up your child early for an appointment, they must be picked up by 2:00PM.

DISMISSAL FOR INCLEMENT WEATHER AND OTHER EMERGENCIES

In the event that weather conditions become inclement or other emergencies exist and there is a possibility that school may be closed, the principal will activate the emergency call out system. This system will notify parents via the telephone and email, if on file, of the emergency conditions and the action that will be taken. Make sure you complete the Rainy Day/Emergency form stating the arrangements that have been made in case school must close due to bad weather or other emergencies. Teachers and school personnel use the information provided by the parent on this form to know how a child is to leave school in case of an emergency school closing and the parent cannot be reached. To ensure the safety of your child, students will not be released to leave with someone other than the parent unless those instructions have been stated on the form. If you need to update the Rainy Day/Emergency form at any time, please see the school secretary.

ATTENDANCE

Attendance is taken daily at 9:30 AM. A student is considered tardy if they arrive after 7:40AM. Students who leave school prior to roll time are marked absent for an entire day. If your child is absent, please make sure to send a note to the school and inform the front office. It is the

parent's responsibility to submit a handwritten note or doctor's note into the main office within three days of your child's return to AIMS.

Only absences due to illness, death in the family, hazardous road conditions making travel impossible, and participation in official school activities will be excused. **Overseas travel and/or extended vacations are not considered excused absences and will be counted towards your child's number of unexcused absences.** Absences not only impact your child academically, but are also detrimental to our school's funding. Truancy letters will be sent to parents of students who have had three or more unexcused absences for three or more days or parts of days within a four-week period but less than 10 or more days or parts of days within a six-month period.

Students at AIMS will be allowed to miss a maximum of 5 school days, excused and/or unexcused for the school year. Students who miss more than 5 absences will be placed on a growth plan that could ultimately lead to their dismissal from the immersion program.

Any student served by the school district is considered enrolled in the district. A student must be in attendance for at least two hours to be considered present for one-half day and for at least four hours to be considered present for one full day. These time limits refer to instructional time, not including lunch, homeroom, passing periods, or other non-instructional time.

Absences – School Notification

Schools shall attempt to notify parents or guardians when a student has three absences.

What to do if your child is absent or tardy

Students who have been absent or tardy must present a written excuse from the parent or guardian when they return to school. Excuses for absences and tardies are:

- personal illness
- sickness or death in the family
- quarantine
- weather or road conditions making travel dangerous
- participation in school activities with permission of the principal
- juvenile court proceeding documented by a probation officer
- approved college visitation
- emergencies
- or "any other cause acceptable to teacher, principal, or superintendent"

Written excuses should be in the school's possession no later than three school days after the date of the absence or tardy. The three-day period begins with the day the student returns to school.

BIRTHDAY CELEBRATIONS

To maintain our instructional focus and to prevent allergic reactions, students will be allowed to celebrate their birthdays in the following ways:

- Parents are welcome to send goodie bags for the class as long as they do not contain food or candy
- Students may have free dress on their birthday and wear a birthday sash/button/badge/headband

For the safety of our students, cakes, cupcakes, candy and other food items will not be allowed.

BREAKFAST

The First Class Breakfast program is an initiative that allows HISD to do even more to make sure students have a nutritious breakfast so they can learn to their full potential. HISD began serving free breakfast to all students several years ago. It is a well-documented fact that when students start their school day with a good breakfast they tend to perform and behave better. Breakfast will be served in the cafeteria/classroom between 7:20-7:35AM. **If you would like for your child to receive breakfast, your child must arrive at school prior to 7:40 AM.**

If your child is a bus rider and they arrive late, they will be able to receive breakfast.

BULLYING

We take all instances of bullying seriously. Please review the guidance regarding bullying below.

What is Bullying?

Bullying is physical or psychological intimidation that occurs repeatedly over time. Researchers and practitioners generally agree that bullying has three defining characteristics:

- Behavior is intended to harm or disturb;
- Behavior occurs repeatedly over time; and
- There is a real or perceived imbalance of power.

It is also important to consider what bullying IS NOT. Bullying is not a form of conflict, which implies that the two parties are on more or less equal footing.

Examples of Bullying

- **Physical Bullying** is the most obvious form of intimidation and can consist of kicking, hitting, biting, pinching, hair pulling, and making threats. A bully may threaten to punch you if you do not give up your money, your lunch, etc.
- **Verbal Bullying** often accompanies physical behavior. This can include name calling, spreading rumors, and persistent teasing.
- **Emotional Intimidation** is closely related to these two types of bullying. A bully may deliberately exclude you from a group activity such as a party or school outing.
- **Racist Bullying** can take many forms: making racial slurs, spray painting graffiti, mocking the victim's cultural customs, and making offensive gestures.
- **Sexual Bullying** is unwanted physical contact or abusive comments.
- **Cyberbullying** is one or a group of kids or teens using electronic means via computers and mobile phones (emails, Web sites, chat rooms, instant messaging and texting) to torment, threaten, harass, humiliate, embarrass or target another kid or teen.

CLASS PARTIES

Frequency: Only two class parties during the year may be held after the last lunch period; the two parties will occur on the last day of each semester. All parents must check in at the front office before they can come to the room. If parents are taking the child home after the party but before dismissal, they must sign their child out at the front desk. No additional siblings (older or younger) are allowed to be taken out of the classroom to attend these parties.

Allowable Food: Home-prepared treats will not be allowed for any event at AIMS. Items must contain a label outlining the ingredients, as many students have various food allergies. While healthy snacks are encouraged (store prepared fruit or vegetable trays, granola bars, etc.), store bought cupcakes or cookies are permitted. Cakes are not permitted, as many materials are required to cut and serve the cake. Food items should be sent to school in the morning in a sturdy container. For the health and safety of our students, we require that any food that is brought to school for student consumption must be free of nuts or it will not be served. We appreciate your cooperation and compliance.

Exclusion: Consequences for students in rare cases may include exclusions from parties or events. Parents will be notified a minimum of 2 weeks if such a consequence is a consideration.

CODE OF STUDENT CONDUCT

The Houston Independent School District shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district personnel. Each student will receive a copy of the student code of conduct at the beginning of the school year. It is the parent and student's responsibility to read the code of

conduct and turn in the acknowledgment form. An electronic copy of the student code of conduct can be found at <http://www.houstonisd.org/Page/31695>

CONTACTING THE SCHOOL

We welcome and encourage parents to keep in contact with the school. To navigate those conversations, we ask that parents address concerns with the school by first contacting the classroom teacher and making them aware of your concerns via phone call, email or a scheduled conference. Please be aware that instructional time is not an appropriate time to speak to the teacher about your concerns, this disrupts our students' learning and will not be permitted. **If you have spoken with your child's teacher and your concern has not been addressed or resolved in a way that you see fit, please reach out to the designated administrator listed below.**

[CLICK HERE FOR OUR WHO TO CONTACT CHART](#)

REQUESTING DOCUMENTS

While we try to complete all document requests the same day, it is not always feasible. Please allow for all document requests to be processed within 48 hours.

STUDENT DRESS CODE

Monday - Thursday students are expected to wear the following:

- AIMS polo shirt (embroidered with the school logo) in dark green, white, or black.
- Khaki or black pants, shorts, skorts, skirts, or jumpers.
 - **Jeans are not allowed.**
 - Pants must not fall below the waistline. No sagging pants are allowed.
 - Skirts and shorts must not be shorter than 3 fingers above the knee (even with leggings).
 - Nylon fleece, sweatpants, pajama bottoms, and workout pants/leggings are not allowed.
- Students are not permitted to wear hats in the building.
- All shorts and skirts must not be shorter than 3 fingers above the knee .

Fridays

Students may wear the AIMS school t-shirt with jeans or the Monday-Thursday uniform.

- Jeans must not fall below the waistline. No sagging pants allowed.
- Jeans cannot have tears, rips or holes.

**Students are expected to wear closed-toe shoes with socks daily. This requirement is to help prevent our students from injury during their daily physical activities.

EARLY DEPARTURE

Students are expected to remain at school until dismissal time except for emergency situations. Doctor and dentist appointments should be made after school whenever possible to ensure that your child's instructional time is not interrupted. All persons checking students out early must have a picture I.D. and must be identified on the child's enrollment or rainy day/emergency form as someone who is allowed to pick up the child. **Children who are habitually picked up early (10 minutes or more) may be put on a growth plan and may possibly be dismissed from the immersion program.** Parents will not be permitted to sign their students out early after 2:30 PM.

EXTRA CLOTHES

While we do our best to make sure students go to the restroom on time, accidents do happen. Please send an extra pair of clothes and shoes to your child's teacher in a large ziplock bag with your child's full name on it. Providing extra clothing for your child will minimize the amount of instructional time that is lost due to soiled clothing. This is a requirement for PK and kindergarten students.

FIELD TRIPS

Field trips are an enriching part of the school experience and are carefully planned by school staff to correlate with required curriculum objectives. Parent permission is required for a child to participate in any field trip. Field trip permission slips are sent home by the teacher/sponsor and must be signed by the parent and returned in order for the child to participate.

Hand-written notes, email or permission granted over the phone will NOT be sufficient. Students will only be permitted to go on a trip with written permission on the appropriate form.

Chaperones for Field Trips

Adults who have been pre-approved through the HISD Volunteers in Public Schools (VIPS) Program may chaperone our students on field lessons. If you choose to chaperone a field trip, you may be responsible for a group of students, not only your child. It is the chaperones responsibility to actively monitor all students you are responsible for AT ALL TIMES. In order to be safe and equitable, chaperones are NOT permitted to purchase food for students. Volunteers may register online in the school office, please refer to the volunteer section of the handbook for more information.

Student Behavior and Safety

Students who have had consistent safety or behavior concerns may be required to have a chaperone present at field trips. In the event that the school will request a chaperone, parents will be informed a minimum of two weeks in advance.

FREE AND REDUCED MEALS

All students at AIMS have access to free breakfast and lunch regardless of income. If your child has a disability, as determined by a doctor, and the disability prevents the child from eating the regular school meal, [the school will make substitutions](#) prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution for a food allergy unless it meets the definition of a disability. Please call your child's school for further information.

FUNDRAISING ACTIVITIES

The following guidelines apply for all fundraising activities:

1. Money collected from activities done in the school's name becomes the property of the club/organization conducting the event. If students or faculty are involved in the collection of their monies, then the funds are to be handled through the school activity fund account as a club function. This is HISD policy and will be strictly enforced.
2. Any club/organization found to be conducting a fundraiser on or off campus in the name of AIMS without prior approval will be subject to penalty. This will involve forfeiture of all profits from the fundraising activity. All monies collected without approval will be deposited into the school's general account. Any fundraising activities, even those held off campus, are considered to be extensions of the school program and all funds raised are considered school funds subject to these guidelines.
3. All fundraising activities must be pre-approved by the principal; students may not sell fundraising items on AIMS campus for outside organizations.

It is in our best interest to make sure that our fundraising activities comply with all HISD and UIL regulations.

GRADING POLICY

GRADE PERCENTAGES			
Category	Minimum Number of Assignments Required Per 6 Week Grading Cycle	1st- 4th Grade	5th Grade - 8th Grade
Daily Grades: Quizzes, classwork etc ELA/ALA/Math	12 (6+ for Science and Social Studies)	60%	55%
Homework	1	5%	10%
Major Grades: Tests, Major Projects, Assessments	2	35%	35%

REASSESSMENT POLICY

Major Grades:

Teachers will provide students an opportunity for reassessment for major tests/performance assessments/projects when the grade received on an assessment is below a 70. Teachers will reassess students on the same skill; however, a different variation of the assessment may be given at the teacher's discretion. All reassessments must be completed within one week from the time the assessment is returned to the student. A student's grade in the gradebook for any reassessment will be an average of the original and new grade.

Reassessments for daily grades will be given at the teacher's discretion.

GIFTED AND TALENTED

All kindergarten and 5th grade students will participate in the universal testing for gifted and talented. Students who qualify for GT will receive instruction from trained classroom teachers.

The Gifted and Talented Neighborhood Program operates in all schools, except those designated as Vanguard Magnet schools. The Gifted and Talented Neighborhood Program provides G/T services for all HISD G/T-identified students at that campus. All staff members who serve GT students complete the required 30 hours of initial GT training and participate in a yearly 6 hour GT update as part of their professional development.

While we serve GT students in the classroom setting, we do try to provide additional extracurricular opportunities to our GT students when staffing/volunteers are available. These opportunities are in addition to the neighborhood programming we provide.

HOMEWORK

Purpose of Homework:

- Develop initiative, responsibility, and organizational skills.
- Extend learning and provide practice in applying concepts that teachers have presented in the classroom.
- Strengthen concept attainment and skill development. Research has shown that there are benefits for nightly practice of spelling words and math facts for brief periods, especially before bedtime when some studies show the brain repeats patterns and facts during sleep.
- Support reading outside of the regular school day which has shown to have many benefits for children.

HOMEWORK TIME ALLOTMENTS	
PK-1	Up to 20 minutes/night + independent reading
2-3	Up to 30 minutes/night + independent reading
4-5	Up to 50 minutes/night + independent reading
6-8	Up to 60 minutes/night + independent reading

*If a student has worked constructively for the suggested time frames, but the assignment is not complete or the child is frustrated, parents are encouraged to write a note to the teacher stating this to address his/her needs.

CAMPUS WIDE READING EXPECTATIONS

All students at AIMS are expected to read at home a minimum of 20 minutes a day.

LOST AND FOUND

The Lost and Found is located in the cafeteria. After providing a proper identification description of lost items, students may claim articles from the office personnel. **Parents are encouraged to label their child's belongings including clothing articles (especially jackets and sweatshirts) to enable easy identification if lost.**

All items in the Lost and Found left at AIMS will be donated on the designated dates below:

December 17, 2021
June 3, 2022

NAPTIME/REST TIME

Pre-Kindergarteners will have nap/quiet time for 30 minutes daily (after lunch). Students may bring a small blanket or towel. Students may not bring a nap mat, because they will be resting at their desk.

PARENT PLEDGE

Parents signed a pledge for AIMS during the enrollment period. The pledge outlines the AIMS magnet program expectations. Failure to meet these expectations may result in your child being placed on a growth plan and potentially not being renewed for the following school year.

PARENT-STUDENT CONNECT

HISD Connect (PSC) allows registered users (i.e., parents and students) to log in to access a variety of student information, see class assignments and school calendars, and even communicate electronically with teachers. Users can also choose to have an email or text message sent if a child's grades drop below a selected average or is absent or tardy to class. Information that PSC provides access to includes:

- Period and Daily Attendance
- Class Schedules and Assignments
- Progress Reports
- Report Cards*
- Curriculum Resources
- Parent and Student Resources

To get started, register so you may access your child's information. Parents will need the following information to complete registration:

- Student ID number (HISD)
- Student date of birth
- Last five digits of student's Social Security number if on file with HISD. If not on file, use the last five digits of the "S-Number" provided to your child by HISD. Please call the school if you do not know this number.

For more information please visit: <https://www.houstonisd.org/domain/11001>

How to Access: <https://www.youtube.com/watch?v=dQ1cScinHYs>

PRE-K TUITION

HISD offers prekindergarten on a tuition basis to students who do not meet the eligibility requirements to attend pre-kindergarten for free. To read the eligibility requirements, [click here](#).

Tuition-based option

If your campus offers a tuition-based pre-K option, please note the following:

1. All students registering for a tuition-based prekindergarten option must have a completed [prekindergarten application](#) on file as documentation of the student's non-eligibility status.
2. A 10-month payment plan - To learn more about payment options, [click here](#).
3. **Payment is due on the 15th of the month.** Should the 15th of the month fall on a weekend or holiday, the payment is due the first business day after the 15th. The payment is considered late 5 business days after the 15th of the month. On the 6th business day after the 15th of the month, a \$10 penalty will be assessed per day – until the balance due is paid.
4. Failure to pay within specified timelines will result in the student's removal from the program. **No bills or warning letters will be sent.**
5. Payment may be received in check form or cash. No credit cards are accepted at this time. Checks must clearly indicate the parents' name, address, phone number and name of the student. Non-local personal checks or second party checks will not be accepted.

SELLING ITEMS

Students are not permitted to sell items on campus or on the bus without approval from the administration. This includes but is not limited to food, candy, toys, contraband etc.

SCHOOL PAY

School Pay is an online system you can use to pay for your child. SchoolPay handles all parent, community, and staff payments from an easy-to-use, fully self-service interface. You can register for school pay at <https://www.schoolpay.com>.

To add a child to your account or to edit data associated with your children, click start from Manage Account located in the drop down menu from your login name. Then select the Student Management tab represented by the boy and girl icon. Finally, select "Add Child" from the form

(if you already have children associated with your account Add Child will appear beneath your last entry). To add a child:

1. Enter the child's school name (not the district name)
2. Enter your child's name
3. If your school does not keep a student list on file with SchoolPay we will also ask you for your student's grade
4. Repeat for each additional child

SCHOOL VISITATIONS

Due to Covid-19 and the district's guide to limit visitors, only those who have pre-scheduled meetings with teachers or other staff members will be allowed on campus. We will resume lunch visitations once we are safely able to.

STUDENT ILLNESS

The school nurse or office administrator will contact parents to pick up all students who have temperature elevations or who have vomited. Students will not be permitted back in class until these symptoms have cleared for 24 hours. If parents cannot be contacted, an emergency contact person listed on the enrollment form will be called and asked to pick up the child. It is the parent's responsibility to keep their contact information current, please notify the office with any changes.

If your child has any medication that needs to be administered during the school day, a doctor's note must be submitted before it can be administered. Do not leave medications in your child's backpack. All medications MUST be submitted to the Nurse or to the main office with proper documentation. If a medication is brought to school without the proper documentation it cannot be given to the student.

Communicable Diseases/Conditions

To protect children from contagious illnesses or conditions, students infected with certain diseases/conditions are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease/condition should notify the school nurse or principal. Some diseases and conditions are required to be reported to the Texas Department of Health. These diseases/conditions include but are not limited to:

- Varicella (Chickenpox)
- Covid-19
- Conjunctivitis (Pink Eye)
- Fifth Disease

Coxsackie Virus (Hand, Foot and Mouth)
Pediculosis (Head Lice Infestation)*
Hepatitis A
Influenza
MRSA (Methicillin Resistant Staph Infection)
Strep Throat/Scarlet Fever
Pertussis (Whooping Cough)
Tuberculosis (TB)
Viral Meningitis
Ringworm

Some diseases and conditions are required to be reported to the Texas Department of Health. A list of those diseases can be found at <https://www.dshs.state.tx.us/idcu/investigation/conditions/>

Head Lice Infestation*

Lice infestation (pediculosis) is caused by lice living directly on the body. A student who has been found to have head lice shall be excluded from school until he or she has undergone the appropriate treatment. Upon returning to school, parents must bring the child to the school nurse to recheck the student's hair.

While head lice are a common nuisance in elementary schools, there are many misconceptions about them. As stated by the Center for Disease Control, head lice move by crawling; they cannot hop or fly. Head lice are spread by direct contact with the hair of an infested person. Anyone who comes in head-to-head contact with someone who already has head lice is at greatest risk. Spread by contact with clothing (such as hats, scarves, coats) or other personal items (such as combs, brushes, or towels) used by an infested person is uncommon. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

STUDENT-LED CONFERENCES

Students will have two opportunities to lead a conference with their parents about their progress at AIMS. Student-Led Conferences (SLCs) will be held at the end of each semester. These conferences give students an opportunity to take ownership over their learning and share their accomplishments through one-on-one conversations between you and your child. Students will lead a discussion regarding their academic progress, future goals and interests.

STUDENT USE OF PERSONAL TECHNOLOGY

Possession of cellular phones, other forms of electronic communication and music players (CD, MP3, iPods, smart watches) are permitted on campus. However, they must be turned off or on silent during instructional time from 7:15 AM – 3:20 PM and they remain in the students' backpacks or lockers. The following will occur upon the first infraction of this rule:

- The device will be taken from the student. It will be turned over to the administration.
- The parent of the student whose phone was taken up will have to come to the school after the phone is taken up to retrieve it from the administration for a \$15.00 fee.
- If not picked up, the device in question will be turned over to the HISD Police Department.

As stated in the HISD Student Code of Conduct: *Use or operation of paging devices, including beepers, cell phones, electronic pagers, or any other type of electronic communication system on school campuses or at functions during school hours. Such devices may be used at a time and place as determined by the individual campus in coordination with the campus Shared-Decision-Making Committee (SDMC). In addition to disciplinary action, the unauthorized use or operation of paging devices will result in confiscation. The principal or other administrator will notify the parent and pager company of the serial number and of intent to dispose of the device after 30 days. A \$15 administrative fee payable to HISD will be charged if the device is claimed within the 30 days. Paging devices not claimed will be sent to Property Management for disposal.*

After the second infraction, the student will lose the right to carry the cell phone or other electronic device on the campus.

ELECTRONIC GAMING SYSTEMS OF ANY TYPE SHOULD BE LEFT AT HOME. Students found to have hand-held games or video game systems will have them confiscated and handed over to the administration.

TARDIES

Students who arrive at class after 7:40 AM are tardy. Tardy slips will be issued at the office beginning at 7:40 AM. Children who are habitually late (10 minutes or more) may receive a court warning letter and may be placed on a growth plan which may result in dismissal from the immersion program. Parents are required to walk their child into the building after 7:40AM.

TOYS AND OTHER DISTRACTIONS

We encourage parents to make sure that toys or other distracting items remain at home. If a student brings an item to school that is a distraction to instruction or is inappropriate for school, it will be confiscated by the teacher or administrator.

UPDATE CONTACT INFORMATION

If your contact or your emergency contacts' information should change during the school year, it is imperative that you inform the front office of the change immediately. We need to have updated phone numbers in case of student illness or emergency.

VOLUNTEERS (VIPS)

All volunteers in HISD schools must be cleared through the Volunteers in Public Schools (VIPS) program. Registering with the VIPS program can be done either online ([VIPS](#)) or on-campus with Ms. Audi. Please allow for 2-3 weeks for the criminal background check to process. Parents will not be allowed to chaperone or assist with students if they have not been cleared through VIPS.



ARABIC IMMERSION MAGNET SCHOOL

Family Handbook 2022-2023

This certifies that I, _____, have
(print your name)
received the Arabic Immersion Magnet School's family handbook and
will adhere to the guidelines therein.*

Student Signature

Date

Parent Signature

Date

Please sign and return to your child's teacher.

*Information in this handbook may be changed with or without notice based upon policy changes from the Arabic Immersion Magnet School's Shared-Decision Making Committee, the Houston Independent School District's Board of Trustees, the Texas Education Agency, the Texas Legislature, or the Congress of the United States. This is a living document that will be shared via our campus newsletter.